

Utah Career and Technical Education Program Approval Standards

CTE Administration

EVALUATION DOCUMENT

This document was developed to assist in evaluating Career and Technical Education Programs throughout the state. Quality CTE programs are those which meet program standards based on the quality indicators provided. The goal of the evaluation process is to assist in improving programs. Documentation for each standard must be available upon request, where appropriate.

This document is to be used as the basis for the following processes:

- 1) Program self-evaluation, improvement, goal setting, and long-range planning
- 2) On-site Reviews/Visits

CTE Directors are to determine ratings for the following quality indicators. Programs with identified deficiencies will be asked to develop a CTE Administration Program Improvement Plan.

Recipient Name _____ Date _____

Achievement Rating			
1 = MAJOR improvement needed	2 = MINOR improvement needed	3 = GOOD	4 = SUPERIOR

Using the Achievement Ratings listed above, circle the number that best describes the degree to which your school meets the quality indicators for the program standards which follow.

CTE Director Qualifications

STANDARD 1	The Career and Technical Education program is administered by a qualified CTE director.		
QUALITY INDICATORS			Rating
1.1	The director has a current Utah Administrative Supervisory License, or is in the process of completing license requirements. The director meets CTE endorsement requirements or has completed the prescribed CTE Director professional development program.	1 2 3 4	
1.2	The director is assigned responsibility for CTE program administration in CACTUS and is allocated sufficient time for adequate program administration. The director is dedicated full time to CTE, if assigned as a multi-district CTE Director.	1 2 3 4	
1.3	The director participates in appropriate statewide CTE meetings, obtains adequate information about State and Federal CTE requirements, and advocates for CTE with their district or institution.	1 2 3 4	
1.4	The director participates in appropriate professional association and professional development activities.	1 2 3 4	
Additional Information and/or Comments:			

Recipient Name _____ Date _____

CTE Program Administration

STANDARD 2	CTE program planning, development, and continuous improvement is in place.		Rating
QUALITY INDICATORS			
2.1	The district/institution has implemented appropriate CTE Pathways that allow for student concentration.		1 2 3 4
2.2	The director fully participates in Region planning, program development and collaboration to coordinate Career and Technical Education within the Region.		1 2 3 4
2.3	Articulation agreements are in place outlining student Pathways from secondary to postsecondary CTE programs.		1 2 3 4
2.4	Program Advisory Committees (PAC) are used to provide input into program development and continuous improvement.		1 2 3 4
2.5	A three to five year plan is in place for program development and continuous improvement.		1 2 3 4
2.6	The CTE program provides for qualified instructors through comprehensive teacher recruitment, retention, and professional development.		1 2 3 4
2.7	A plan is in place to address the education needs of special population students.		1 2 3 4
Additional Information and/or Comments:			

Recipient Name _____ Date _____

Perkins Financial & Grant Management

STANDARD 3	A financial and grant management system is in place to ensure proper expenditure of State CTE and Federal Perkins funds.		
QUALITY INDICATORS			Rating
3.1	A CTE budget is in place that allocates and categorizes all revenue sources and expenditure categories, along with year-to-date and year-end financial statements from the accounting department that are reconciled with CTE records. Federal grant budgets match grant awards.	1 2 3 4	
3.2	Financial transaction records are in place to provide documentation for appropriate program expenditures. Federal transactions verify grant year; category (formula, leadership, corrections, reserve, etc.), amount, date, and purpose of each expenditure against grant; reimbursements requested and received.	1 2 3 4	
3.3	Procedures are in place to assure that State CTE funds are expended only for approved programs and services as listed in R277-911, and that Perkins funds are expended only for allowable activities and services as explained in OMB Circulars A-87 (Secondary), or A-21 (Postsecondary).	1 2 3 4	
3.4	Procedures are in place to assure that Perkins funds are expended according to the financial plan in the approved application, or to address specific performance issues identified in continuous improvement plan.	1 2 3 4	
3.5	CTE Director has sufficient authority to control how CTE funds are expended, both State and Federal.	1 2 3 4	
3.6	Requests for reimbursement are signed by CTE Director with full knowledge of expenditures indicated.	1 2 3 4	
3.7	Grant accountability reports are submitted with final request for reimbursement. Final requests for reimbursement and accountability report are submitted within 90 days of grant completion.	1 2 3 4	
3.8	Procedures are in place to assure that Perkins funds are used to supplement and not supplant local resources.	1 2 3 4	
3.9	An inventory of equipment is maintained and property tags are placed on equipment.	1 2 3 4	
3.10	Internal controls exist to monitor sub-recipient award compliance and reporting.	1 2 3 4	
Additional Information and/or Comments:			

Recipient Name _____ Date _____

Performance Accountability

STANDARD 4	Accurate and complete performance data are used to develop and implement continuous improvement.	
QUALITY INDICATORS		Rating
4.1	The student information system is capable of providing data elements required for Perkins reporting.	1 2 3 4
4.2	Data reported to state are complete, accurate, and timely. CTE Director assures that CTE data fields are populated correctly.	1 2 3 4
4.3	CTE Director participates in annual Perkins Performance/Data Quality meetings.	1 2 3 4
4.4	A continuous improvement plan based on performance data is in place.	1 2 3 4
4.5	The continuous improvement plan addresses performance in relation to prior year or trend results and state adjusted performance levels.	1 2 3 4
4.6	CTE Director has sufficient authority and flexibility to use Perkins funding to address specific performance issues identified in continuous improvement plan. Sufficient formula funds are available to address performance issues.	1 2 3 4
4.7	Placement data for Senior Concentrators, (Secondary) is obtained and submitted to the state.	1 2 3 4
Additional Information and/or Comments:		

On-Site Utah CTE Program Evaluation Report

Recipient: _____
Date

Program Area: Perkins Administration
State Specialist: Thalea Longhurst
Phone: (801) 538-7889
Email: Thalea.longhurst@schools.utah.gov

Commendations:

- 1.
- 2.
- 3.

Needed Improvements (including deadline for completion):

- 1.
- 2.
- 3.

* Programs with needed improvements will be asked to develop a CTE Program Improvement Plan.

Other Suggestions:

- 1.
- 2.
- 3.